

Title: DIVISION FAILURE INFORMATION TRACKING SYSTEM	Number: D65-12-02	Revision No.: A	Effective Date: 6 MAR 97
	Prepared By: Alan D Michaelis	Approved By: Thomas S. Dodson	Page: 1 OF 3

6 March 1997

STANDARD OPERATING PROCEDURE D65-12-02

From: D65
To: D65 Division

Subj: DIVISION FAILURE INFORMATION TRACKING SYSTEM

1. The following are Failure Information Tracking System (FITS) Data Entry Standard Operating Procedures (SOP) to be implemented effective 6 March 1997. This FITS SOP has been established in order to facilitate a more efficient means of processing D65 Traveler.

a. **D65 Program Managers**

(1) Program Manager will pre-post (data entry), via FITS, all workload schedules for D65 Shipping & Receiving induction processing; Job Order (JO) Number, Internal Control Number (ICN), Nomenclature, Part Number, National Stock Number (NSN).

(2) Program Manager will develop a system to collate and track the repair time of inducted item(s), taken from D65 Traveler, documented by D65 Repair Technician, maintaining a formulated analysis of average repair time.

(3) Program Manager will submit a copy of the D65 Traveler to Data Entry for final FITS data entry processing upon receipt of D65 Shipping & Receiving Section "Shipping" notification.

(4) Program Managers will have full access to FITS.

b. **D65 Shipping & Receiving Section**

(1) Shipping & Receiving Section will process and post (data entry) , via FITS, all workload induction(s).

(2) Shipping & Receiving section will verify the pre-posted data , via FITS, provided by D65 Program Manager(s); such as the JO Number, ICN, Nomenclature, Part Number, NSN.

(3) Shipping & Receiving Section will ensure all induction discrepancies (non-accountability of JO Number, ICN , via FITS, will be immediately brought to the attention of Section Supervisor, for appropriate disposition or action.

Title: DIVISION FAILURE INFORMATION TRACKING SYSTEM	Number: D65-12-02	Revision No.: A	Effective Date: 6 MAR 97
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(4) Shipping & Receiving section will print the traveler, affix it to the inducted item, and transport the item to the appropriate work center to be worked on.

(5) Shipping & Receiving Section will submit a copy of completed D65 Traveler to Program Manager for their records, upon shipping of inducted item.

(6) Shipping & Receiving Personnel will have full access to FITS.

c. **D65 Restoration Sections**

(1) The Repair Technician will not post any data entry via FITS.

(2) The Repair Technician will ensure all relative D65 data entered on the traveler is accurate, complete and legible, prior to Quality Assurance (QA) / Quality Control (QC) Acceptance.

(3) The Repair Technician noted induction receipt discrepancies (such as incorrect Nomenclature, Part Number, NSN) will be immediately brought to the attention of D65 Shipping & Receiving/Program Manager, for appropriate disposition or action.

(4) The Repair Technician will ensure D65 Traveler is QA / QC Stamped / Accepted, prior to forwarding to shipping.

(5) Section Leaders will have full access to FITS and will ensure that the data entered on the traveler is accurate and complete..

d. **MTI (On-Site Government Contractor)**

(1) MTI (Repair Technician) will not post any data entry via FITS.

(2) MTI (Repair Technician) will ensure all relative D65 data is entered on the traveler and documented accurately, prior to QA/QC Acceptance.

(3) MTI (Repair Technician) noted induction receipt discrepancies (such as incorrect Nomenclature, Part Number, NSN) will be immediately brought to the attention of D65 Shipping & Receiving/ Program Manager, for appropriate disposition or action.

Title: DIVISION FAILURE INFORMATION TRACKING SYSTEM	Number: D65-12-02	Revision No.: A	Effective Date: 6 MAR 97
	Prepared By: Alan D Michaelis	Approved By: Thomas S. Dodson	Page: 3 OF 3

(4) MTI (Repair Technician) will ensure D65 Traveler is QA/ QC Stamped / Accepted, prior to forwarding to shipping.

(5) MTI Supervisors will have full access to FITS and will ensure that the data entered on the traveler is accurate and complete..

e. **QC/QA**

(1) QC inspectors will assure that D65 Traveler information is accurate, legible, and complete (i.e. Work Accomplished, Parts Replacement), prior to Acceptance and FITS data entry final processing.

2. D65 Traveler will accompany repair item throughout its induction/repair/shipping process. Component failure data will be noted in the appropriate section (i.e. 2N2789A = open) of the D65 Traveler.

3. It is incumbent on all D65 (i.e. Government or Contractor) Personnel to uniformly implement this SOP. Your cooperation and team work is greatly appreciated. This FITS SOP will become effective 6 March 1997.

THOMAS S. DODSON